

PROCEDURES FOR ACCESS  
TO CENTRAL INTELLIGENCE AGENCY INFORMATION  
BY INFORMATION SECURITY OVERSIGHT OFFICE PERSONNEL

1. These procedures, developed through discussion between members of the Information Security Oversight Office (ISOO), General Services Administration, and the Information Services Staff, Directorate of Administration, Central Intelligence Agency (CIA), are established in recognition of the responsibilities of the Director, ISOO to monitor agency implementation of Executive Order 12065 and the Director of Central Intelligence (DCI) to protect intelligence sources and methods. Access by ISOO personnel to information under CIA's jurisdiction will be governed by these procedures.

2. The primary method by which the responsibilities of the DCI and the Director, ISOO will be balanced in order to provide ISOO personnel with appropriate access to CIA information is prescreening. Prescreening means review of CIA information by CIA personnel knowledgeable in its subject matter, prior to granting access to ISOO personnel. During this review, information that reveals intelligence sources and methods may be deleted from any document shown to ISOO personnel. If the information that would remain after deletion is not meaningful or is misleading, the entire document may be withheld.

3. ISOO personnel will be granted access to CIA classified information to verify that the information has been properly classified and marked in accordance with the provisions of Executive Order 12065 and implementing directives. Such information will be reviewed on a sampling basis. ISOO personnel may make unclassified notes sufficient to identify documents on which discrepancies are observed, but they will not include substantive information. Prior to removal from CIA premises, any notes will be reviewed by CIA personnel to ensure that they are unclassified and do not reveal intelligence sources and methods. Classified information or copies of classified documents will not be removed from CIA premises.

4. If a question should arise concerning withholding or removal of information, the information will continue to be withheld and to remain on CIA premises, and the question will be resolved between the Director, ISOO, and the Chief, Information Services Staff (ISS). Any formal appeals will be in accordance with the provisions of Executive Order 12065.

5. Any CIA information in the possession, custody or control of another agency is subject to the "third agency rule." This means that the other agency is not authorized to provide ISOO access to the information without prior CIA approval. Requests for approval must be directed to the Chief, ISS, and any access to such information normally will be limited to copies held on CIA premises. The same rule applies to any information of another agency in the possession, custody or control of CIA.

6. In addition to the above provisions, access to CIA information by ISOO personnel will be granted only upon CIA verification that their security clearances, SCI clearances, and CIA liaison clearances are appropriate in each case to the information subject to review.

7. The arrangements for visits to CIA by ISOO personnel will be made in the following manner. ISOO will provide ISS, in advance of any visit, an outline of specific interests and the amount of time to be spent on each. Chief, ISS will respond with a proposed agenda, coordinated within CIA, specifying times and places for access, and any anticipated problems. Agreement on the details of the visit will be reached between ISOO and ISS, and an ISS representative will accompany the ISOO personnel during their visit.